

School Record Retention & Records Management

The VT Agency of Education (AOE) does not set or maintain record retention schedules for school districts and supervisory unions (SU). Retention standards are set by the State Archivist within the Office of the Secretary of State. 3 V.S.A. § 117. Under Vermont's Records Act, public records may not be destroyed except as authorized by such State retention standards. 1 V.S.A. § 317a. Each district and SU should have a designated records custodian who is responsible for the disposition of their school records.

School records custodians should contact the Vermont State Archives and Records Administration ([VSARA](http://www.sec.state.vt.us)), which oversees records management, for assistance with the disposition of school records, and information on disposition orders, records schedules and records retention. Please find more information about managing school records, and disposition orders at:

https://www.sec.state.vt.us/media/458890/DO_SchoolDistricts.pdf

<https://www.sec.state.vt.us/archives-records/records-management.aspx>

General Guidance:

- 1) School registers are considered permanent records, and should be kept in a secure location within the supervisory union. See [16 V.S.A. § 1324](#).
- 2) For grades 9-12, the transcripts of graduates and dropouts shall be permanently maintained; academic records may be permanently maintained. See State Board of Education Rule [2113](#):
http://education.vermont.gov/documents/EDU-FinalEQS_AsAdopted.pdf
- 3) The Family Educational Rights and Privacy Law (FERPA) requires schools to maintain a record of requests for access to and each disclosure of students' education records, in addition to maintaining parental notification to the school that any or all directory information for a student shall not be disclosed. See [34 C.F.R. §§ 99.32 and 99.37](#).
- 4) For information on retention of student health records, please see the following guidance provided by the Vermont Department of Health (VDH):
http://healthvermont.gov/local/school/documents/SP10_documentation.pdf

If you have further questions, please contact the records management staff at VSARA at rim@sec.state.vt.us or 802-828-3700.

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